



Thaxted Parish Council Key Control Policy

General Policy

- Keys remain the property of Thaxted Parish Council while in the possession of the key holder.
- The key holder may be either a person or an organisations.
- Keys are issued for the sole use of the key holder.
- Keys must not be duplicated.
- Keys must not be loaned or transferred to any other person/organisations by the key holder.
- Any person/organisations found to have caused damage to a lock or door hardware or gate will be held responsible for all costs needed to rectify the damage.
- Unauthorised duplication use or transfer of any key may result in the cancelling of the hire of the building or land.

Parish Council's Responsibility

- To maintain keys.
- To securely store all spare keys.
- To evaluate key authorisations to ensure no unacceptable risk.
- To provide new, duplicate or replacement keys as and when necessary.

Key Holder's Responsibility

- To maintain responsibility for keys issued to them, even if loaned to others within the organisations which they represent.
- To ensure that any 'open space' area remains locked directly after entry.
- To report loss or theft of keys to the Parish Council
- To return all keys when no longer needed.